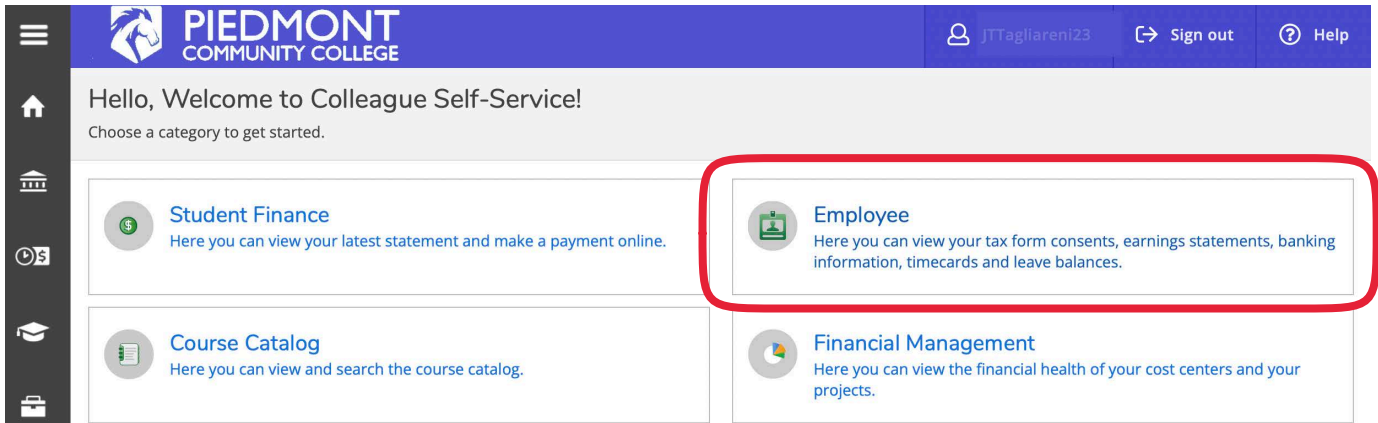


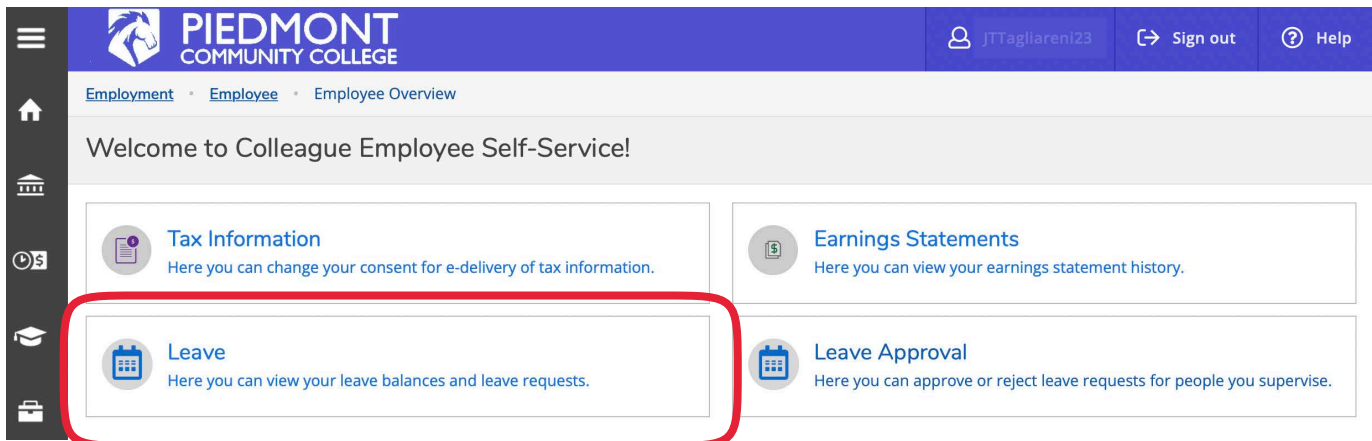
Login into Self-Service and select **Employee** from the Home screen.



The screenshot shows the Piedmont Community College Self-Service Home screen. The header includes the college logo, the user name 'JTagliareni23', and links for 'Sign out' and 'Help'. The main content area displays a welcome message and a list of categories to get started. The 'Employee' category is highlighted with a red box. Below it, the 'Leave' category is also highlighted with a red box.

Category	Description
Student Finance	Here you can view your latest statement and make a payment online.
Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Course Catalog	Here you can view and search the course catalog.
Financial Management	Here you can view the financial health of your cost centers and your projects.

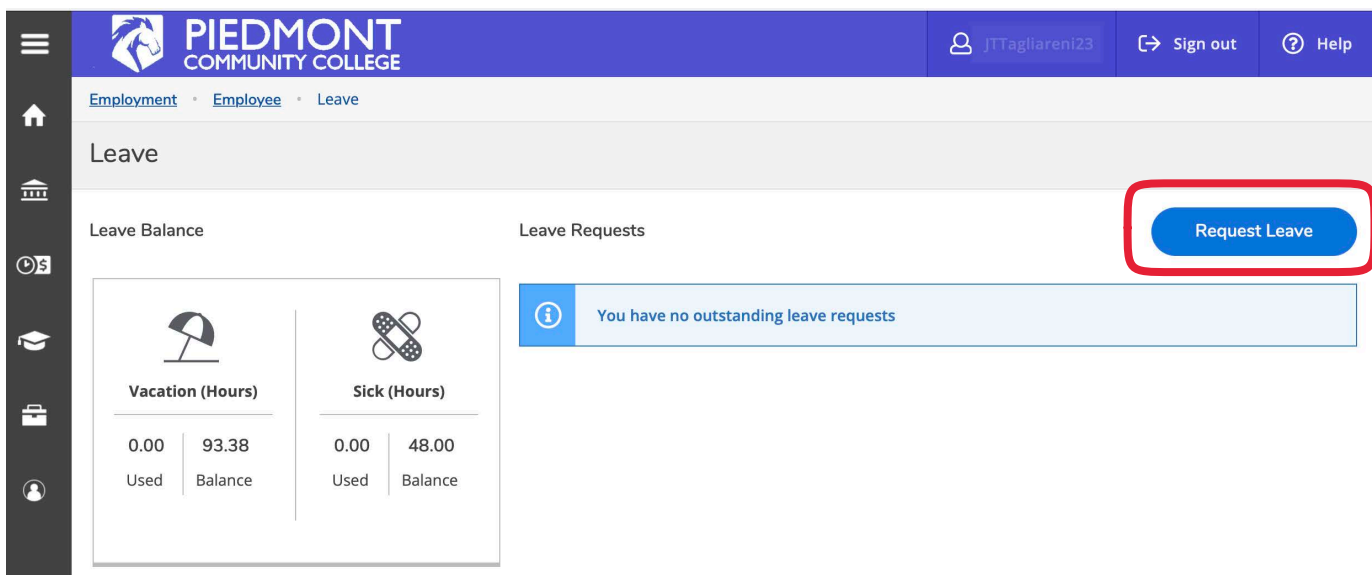
Then select **Leave** from the menu.



The screenshot shows the Piedmont Community College Self-Service Employee Overview screen. The header includes the college logo, the user name 'JTagliareni23', and links for 'Sign out' and 'Help'. The main content area displays a welcome message and a list of categories to get started. The 'Leave' category is highlighted with a red box.

Category	Description
Tax Information	Here you can change your consent for e-delivery of tax information.
Earnings Statements	Here you can view your earnings statement history.
Leave	Here you can view your leave balances and leave requests.
Leave Approval	Here you can approve or reject leave requests for people you supervise.

Your leave request form will appear as shown below. Select the **Request Leave** button to start the leave process.



The screenshot shows the Piedmont Community College Self-Service Leave page. The header includes the college logo, the user name 'JTagliareni23', and links for 'Sign out' and 'Help'. The main content area displays the 'Leave' page with a 'Request Leave' button highlighted with a red box. Below the button, there is a table showing leave balances and a message indicating no outstanding leave requests.

Vacation (Hours)		Sick (Hours)	
0.00	93.38	0.00	48.00
Used	Balance	Used	Balance

You have no outstanding leave requests

PIEDMONT COMMUNITY COLLEGE

Employment · Employee · Leave

### Leave Request

< Leave

New Request

Save Submit Comments Delete

Leave Type

- Select a Leave Type
- 
- Sick
- Vacation

End Date \*  
M/d/yyyy

Current Leave Balance: 0.00 hours  
Pending: -0.00 hours  
Effective Balance: 0.00 hours  
Total Requested: 0.00 hours

Above **Select a Leave Type** for the type of leave you want to create a request to use.

PIEDMONT COMMUNITY COLLEGE

Employment · Employee · Leave

### Leave Request

< Leave

Vacation 2/13/2023

Save Submit Comments Delete

Leave Type

Vacation

Start Date ⓘ 2/13/2023

End Date \* M/d/yyyy

Current Leave Balance: 93.38 hours  
Pending: -0.00 hours  
Effective Balance: 93.38 hours  
Total Requested: 0.00 hours

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Once you've select the leave type you can select the **date range** you want request

PIEDMONT COMMUNITY COLLEGE

Employment · Employee · Leave

Leave Request

Vacation 2/13/2023 - 2/15/2023

Save Submit Comments Delete

Leave Type: Vacation

Start Date: 2/13/2023 End Date: 2/15/2023

Current Leave Balance: 93.38 hours  
Pending: -0.00 hours  
Effective Balance: 93.38 hours  
Total Requested: 0.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18
	0.00	0.00	0.00			

Enter your **hours for each day** requested and click the **submit arrow** on the top right when completed.

PIEDMONT COMMUNITY COLLEGE

Employment · Employee · Leave

Leave Request

New Request

Vacation 2/13/2023 - 2/15/2023 Submitted

Save Unsubmit Comments Delete

Outstanding Leave Requests

Leave Type: Vacation  
Total Hours: 24.00  
Date Range: 2/13/2023 - 2/15/2023  
Actioner: Mr. James T. Tagliareni  
Status: Submitted

Current Leave Balance: 93.38 hours  
Pending: -0.00 hours  
Effective Balance: 93.38 hours  
Total Requested: 24.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18
	8.00	8.00	8.00			

Once you've entered your hours requested and clicked the submit arrow on the top right, the leave request will be reflected in the **outstanding leave** requests on the top left of the screen.

**Leave Balance**

Vacation (Hours)		Sick (Hours)	
0.00 Used	93.38 Balance	0.00 Used	48.00 Balance

**Leave Requests**

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	24.00	2/13/2023 - 2/15/2023	Mr. James T. Tagliareni	Submitted

Page 1 of 1 | Per Page: 4 | Total: 1

**Leave - As Of 2/13/2023**

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
40 Hours Salaried Vacation ~	93.38	0.00	0.00	0.00	93.38	...
40 Hours Salaried Sick ~	48.00	0.00	0.00	0.00	48.00	...

Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

The main leave screen shows all leave requests and the status of those requests as well as leave balances. (above)